

ACCELERATOR DIVISION ADMINISTRATIVE PROCEDURE

ADAP-06-0101

ACCELERATOR DIVISION CALIBRATION POLICY

RESPONSIBLE DEPARTMENT AD Headquarters

PREPARED BY



DATE 4-22-2011

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## 1.0 PURPOSE AND SCOPE

The purpose of the Accelerator Division Calibration Policy is to provide division-wide guidance for establishing calibration policies across the Accelerator Division. It establishes the general guidelines for determining the requirements for tools and instrumentation based on the consequences and risks incurred when calibrations have not been performed. This policy recognizes that the requirements for calibration vary greatly between departments. Consequently it will be necessary for each Accelerator Division department to establish a policy tailored to its needs.

Calibration is an important step in any process that utilizes measurement or diagnostic tools to ensure success. Improper calibration can result in injury to workers (and to equipment) as well as loss of efficiency and quality. Not all processes require the same level of calibration to mitigate risks to an acceptable level, and the effort required to achieve a required level of calibration varies greatly depending upon the device or tool. This policy accounts for these issues by establishing calibration requirements based upon process functional needs, consequences (risk) of improper calibration, and calibration/replacement effort required (costs).

## 2.0 POLICY

All tools and instrumentation within the control of an Accelerator Division department that provide a quantified measurement shall be evaluated by the department for Calibration Need Level and resulting Calibration Requirements. Process requirements and criticality shall be taken into account during the evaluation. Resulting calibration requirements and satisfaction of those requirements shall be documented as outlined in the Documentation and Identification section.

## 3.0 DOCUMENTATION AND IDENTIFICATION

Each department shall submit to the AD ESH Department Administrative Assistant a list of tools and instrumentation that have been determined to require calibration. This information will be entered into a central equipment calibration database along with the frequency and accuracy requirements of the calibration required for each item. Each item will require a unique identification number to track the item with. When possible, the unique identification number should match the item's property identification number.

Each department is responsible for maintaining the calibration of all items requiring calibration. Calibration records for each item on the list are to be sent to the AD ESH Department Administrative Assistant for entry into the central equipment calibration database and management of the original calibration records in accordance with the established laboratory records management policies.

Where possible each item requiring calibration shall be clearly labeled identifying the item as requiring calibration, the department responsible for the item, the calibration due date, and the unique identification number.

Items not labeled as requiring calibration are to be considered 'For Reference Only'.

#### 4.0 DISTRIBUTION

An electronic controlled copy of this procedure is maintained on the ESH Department website at:  
[http://ad-esh.fnal.gov/ad\\_adap.html](http://ad-esh.fnal.gov/ad_adap.html)

